

**Just
-in-
Time**

Troop Delivery Tickets (Nuts and Rewards)

Printing Delivery Tickets for your families (Packing slips)

You will want to print 2 delivery tickets for every family to verify and sign for products & rewards.

Delivery Tickets for Products:

1. Ensure you are in the correct troop if you have several troops!
2. Click **Delivery Tickets** option under Product Management.
(This option will not appear until orders have been submitted by council.)
3. Scroll to **Girl Scout Tickets by Troop** under **Product Delivery Tickets**.
4. Select: **Troop:** your troop # and **Girl Scout:** All
5. **Create Ticket** - this will create a PDF that you can print for sorting products for the girls.

Delivery Tickets for Rewards:

6. Repeat steps 3, 4 and 5 under **Reward Delivery Tickets**.

The screenshot shows the Girl Scouts dashboard. At the top right, there is a user profile for 'Dakota Horizons Magazine Campaign' with a '1' in an orange flower icon next to it. Below the profile, there are sections for 'Manage System Users', 'Product Management', 'Financials and Reporting', and 'Rewards & Patches'. The 'Product Management' section is highlighted with a '2' in an orange flower icon, and the 'Delivery Tickets' option is visible.

The screenshot shows the 'Delivery Tickets' page. It has a title 'Delivery Tickets' and a subtitle 'Select your options and print your delivery tickets below:'. There are three main sections: 'Product Delivery Tickets', 'Girl Scout Tickets by Troop', and 'Reward Delivery Tickets'. Each section has a 'Troop' dropdown menu, an 'Include Financials' toggle, and a 'CREATE TICKET' button. The 'Girl Scout Tickets by Troop' section is highlighted with a '3' in an orange flower icon, and the 'CREATE TICKET' button is highlighted with a '5' in an orange flower icon. The 'Girl Scout' dropdown menu is highlighted with a '4' in an orange flower icon. The 'Reward Delivery Tickets' section is highlighted with a '6' in an orange flower icon.

COUNT & RECOUNT!
First count upon delivery
AND again when passing
out to troops! Items cannot
be guaranteed at a
later date!